

DDA 74-5036

ER 74-7860

MEMORANDUM FOR: The DCI

SUBJECT : Private Citizen Letter Requests to the DCI  
For Information Concerning CIA Activities

1. In response to your request for a bit of research on the MAG suggestion that press articles concerning CIA be indexed for use in your responses to the subject letters, following are the results of our staff work.

STAT 2. Background: Briefly stated, it was suggested by Mr. [ ] STAT [ ], a member of the Agency MAG, that substantive press articles concerning the Agency be indexed and bibliographic data of the articles be retained in a computer system. When a letter requesting information is received by your office, a list of recent, substantive articles (on or from a computer run) could be mailed to the citizen requesting the information.

3. Requirements: This suggestion would require the following:
- a. Someone to collect and mark such articles for entry into a computer system.
  - b. Access to a computer system.
  - c. The design of a computer program and retrieval system for proper indexing by subject and for a means to get the runs to the responsible member of your staff.
  - d. The design of a cover format to send the information to the citizen requesting the information, viz. a letter format explaining why the information is being sent; why it may not be complete; that the Agency is not in the public relations business; that the Agency not respond to requests for Agency policy on most subjects; and so on.

4. Findings:

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a. The clipping service run so well by [ ] in Angus Thuermer's office is limited in its capabilities because of a shortage of personnel. The service comprises Mrs. [ ] who edits the daily press for a wide variety of articles of interest, and one assistant, who clips, pastes and copies the articles for distribution to the customers of the service. The service does not process all substantive articles concerning CIA activities because of time and personnel constraints and because the customers of the service have only a limited time each day to read press articles. The service is designed to perform the limited function of keeping certain Agency executives generally informed. An additional person would be needed if the service were to focus specifically on articles concerning the CIA.

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b. CRS does not have the capability to piggyback this suggestion on their use of the SAFE computer system. CRS is also short-handed; its professionals work 100 to 150 hours ~~per~~ of uncompensated overtime per week just to keep up with CRS requirements for clipping articles. There is no computer terminal in CRS, ~~which further complicates the problem.~~

c. A check at the ~~EN~~ DCI Registry revealed that the volume of requests for this kind of information is about one letter per week. Most requests are for information on DCI activities; most are student requests from the secondary school level.

5. Conclusions: Although one additional person could undoubtedly handle this kind of a project, i.e. edit and coordinate the computer indexing and retrieval of the required information, it would not appear practical to create such a position for the following two reasons:

a. If additional help could be made available, it would probably be more practical to increase the capability of either Mrs.

STAT  staff or the CRS staff to better fulfill ongoing objectives.

b. The volume of requests for this kind of information is not great enough to justify the creation of a system to handle it.

DD/A

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM		
<input type="checkbox"/>	UNCLASSIFIED	<input type="checkbox"/>
<input type="checkbox"/>	CONFIDENTIAL	<input type="checkbox"/>
<input type="checkbox"/>	SECRET	

## OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	DDA		
2			
3			
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6			

<input type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY	<input type="checkbox"/>	PREPARE REPLY
<input type="checkbox"/>	APPROVAL	<input type="checkbox"/>	DISPATCH	<input type="checkbox"/>	RECOMMENDATION
<input type="checkbox"/>	COMMENT	<input type="checkbox"/>	FILE	<input type="checkbox"/>	RETURN
<input type="checkbox"/>	CONCURRENCE	<input type="checkbox"/>	INFORMATION	<input type="checkbox"/>	SIGNATURE

### Remarks:

The attached material was forwarded to the DCI with DDA 74-5036. D/ES does not feel that this material need go to DCI.

ER

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE

DD/A 74-4813

6 December 1974

STAT MEMORANDUM FOR: Mr. [REDACTED]  
SUBJECT : Favorable Press on CIA

1. On 2 December 1974, Mr. [REDACTED] Deputy  
Executive Secretary, advised that at the morning meeting,  
the DCI asked the Deputy Director for Administration to  
investigate the possibility of passing news clippings,  
favorable to the Agency, to anyone asking for such open  
literature. By way of background on this, Mr. [REDACTED]  
pointed out that the idea originated with Mr. [REDACTED]  
[REDACTED] a Division Chief in the Office  
of Strategic Research and a member of the Agency Management  
Advisory Group. Mr. [REDACTED] mentioned that this came up for  
discussion because a woman at one of the universities wanted  
to defend the Agency regarding Chile, and she got a negative  
response from the Agency. The thought was expressed that we  
should have a bibliography on the shelf, including such items  
as the Time Magazine article, which might be used when these  
outside requests come in. Mr. [REDACTED] stressed that Mr.  
[REDACTED] would be glad to assist us on this problem.

2. On 3 December 1974, Mr. Blake made reference to  
the DCI requirement that we attempt to develop a package of  
favorable commentaries on the Agency. Chile is now getting  
old, but there should be a lot of useful material floating  
around (the Office of Legislative Counsel and the Assistant  
to the Director) on this. Possibly Central Reference Service  
has some useful data.

3. I would appreciate it if you would contact Mr.  
[REDACTED] see what case was involved and otherwise work  
the problem so that the Deputy Director for Administration  
can respond to the DCI on this matter. A separate but related  
aspect of this is that Mr. [REDACTED] is working on an  
unclassified fact book, which was of interest to Mr. Angus  
Thuermer, Assistant to the Director.

4. I'll be glad to discuss at your convenience, but would suggest we attempt to develop some type of appropriate response within ten days.

[Redacted]

EO-DD/A

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Attachment:

Director's Address to the Los Angeles World Affairs Council,  
Los Angeles, California, May 3, 1974

Distribution:

STAT      Original - Mr. [Redacted] w/att  
            1 - DD/A Subject w/o att  
            1 - DD/A Chrono w/o att

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